



## **CITY OF BRIDGEPORT, CONNECTICUT**

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The City of Bridgeport, CT is now accepting resumes for the position of

### **DEPUTY DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT**

**Starting Salary:** \$101,110 – 114,845 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

#### **General Statements of Duties:**

The Deputy Director of OPED shall be appointed by the Director with the approval of the Mayor, and serve at the pleasure of the Mayor.

#### **Supervision Received:**

The Deputy Director of OPED reports to and receives direction from the Director of the Office of Planning and Economic Development.

#### **Supervision Exercised:**

The Deputy Director of OPED shall exercise direct supervision over the Economic Development Division of OPED. At the specific behest of the Director, the Deputy Director of OPED shall exercise general supervision over any or all other employees, divisions or units within the department including but not limited to Planning, Housing and Community Development, and the Office of Neighborhood Revitalization.

#### **Illustrative Duties:**

1. Day to Day management and coordination of all the business development activities of the City of Bridgeport.
2. Development and maintenance of project tracking systems.
3. Representation on behalf of Director at economic development events and on economic development boards as assigned by the Director.
4. Coordination, planning and management of all other activities related to the department's mission, as assigned by the Director.

#### **Minimum Qualifications:**

1. A graduate degree in Public Administration, Business Administration, or other relevant field.
2. A minimum of ten years experience in public sector economic or community development.
3. The ability to manage a large organization, and facilitate cooperation and communication with other organizations or departments.
4. The ability to solve complex development problems.

**To Apply:** Please mail, deliver or email a resume, a cover letter, and three professional references to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, CT 06604. You can email required documents to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

**Resumes must be submitted or postmarked no later than Friday, May 24, 2013.**

CIVIL SERVICE COMMISSION  
45 LYON TERRACE  
BRIDGEPORT, CT 06604  
TELEPHONE: 203-576-7103

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